

**ProgramCompletionTemplate
SampleLetter**

[Date]

To Whom It May Concern:

[Name] recently completed all his/her degree requirements for the [Bachelor or Master] of Business Administration [BBA or MBA] degree. Although the University Regents will not formally confer the degree until [Date], following [Term and year] grade processing, I can verify that [Name] has completed all the requirements for his/her degree. The official date of graduation will be recognized as [Date].

Please feel free to contact this office if further information regarding this student is required.

Sincerely,

Academic Services